# GenComm File Uploads

## How:  You access our Web Site:

https://www.drms.dla.mil/gencomm/GencommUpload
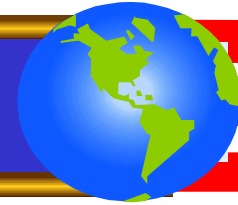
# GenComm File Uploads

The upload screen appears:

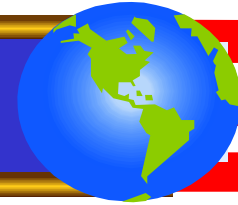Input the Point of Contact

Input the Phone Number

Input the E-mail Address

Click Browse and Select the file to be uploaded.

Click the Upload Button

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Example:

I input my name as POC

I input my telephone number

I input my e-mail address

I clicked the browse button

I selected my D Drive

I selected the WS-FTP Directory

I selected my file(W45G18.202)

I clicked Upload

# GenComm File Uploads



Gencomm Upload Page - Microsoft Internet Explorer

File    Edit    View    Favorites    Tools    Help

Address https://www.drms.dla.mil/gencomm/GencommUpload

Back    Favorites    Media    Links »

## Gencomm File Upload

DRMS Home Page

DRMS Notice

### Gencomm File Upload

**All of the fields listed below are required.**

Point of Contact: Lanie Thrall

Phone Number: 1-269-961-5872

Email Address: Lanie.Thrall@dla.mil

File to Upload: D:\ws_ftp\W45G18.202    Browse...

Upload

Trusted sites

# GenComm File Uploads

Guidelines:

Upload one file at a time.

File Names must be unique – if the file name is a duplicate of a file already on GenComm, it will not be processed.

Recommended naming convention for files remains –

DoDAAC.JULIAN DATE

If you encounter any problems, please notify the DRMS Help Desk at

DSN 661-4999 or Commercial 1-269-961-5872

# GenComm File Uploads

Guidelines:

Remember to set up your DoDAAC Cross Reference